



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	<div>Applications accepted from:</div>		
2	<div>ALL PERSONS INTERESTED</div>		
3	<div>Job Classification</div>		
4	<div>Posting Number</div>		
5	<div>Department</div>		
6	<div>Division</div>		
7	<div>Section</div>		
8	<div>Reporting Location</div>		
	<div>Workdays &amp; Hours</div>		
	<div>1400 Lubbock</div>		
	<div>All Shifts, days, and holidays*</div>		
	<div>*Subject to change</div>		
9	<div>DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS</div>		
	<div>Plans and performs systems analysis, design and programming activities to provide technical expertise in the areas of system support and development. Consults with Court management, ICMS Teams, Court staff and end users, City IT, and other internal and external entities to:</div>		
	<div><div>• Diagnose both business process and technology-related opportunities;</div><div>• Coordinate efforts of impacted organizations to develop plans for addressing these opportunities; and</div><div>• Ensure the right mix of human and technology resources are available to implement the resulting business processes.</div></div>		
	<div>Supports the City's efforts to use technology to improve the efficiency and effectiveness of Court operations by:</div>		
	<div><div>• Providing technical advice regarding the identification and resolution of system problems;</div><div>• Reviewing and investigating application systems to diagnose problems and offer solutions; and</div><div>• Working to implement the Court's technology vision, policies, standards, and business practices.</div></div>		
	<div>Provides Court management with timely, useful, and accurate recommendations for software and hardware that:</div>		
	<div><div>• Meet the Court's changing business needs;</div><div>• Minimize operational disruptions when business process and technology changes are implemented; and</div><div>• Ensures that Court technology plans are well considered, well articulated, and well implemented – on-time, on-budget, and on-point.</div></div>		
10	<div>WORKING CONDITIONS</div>		
	<div>General office setting. The position is physically comfortable; the individual has discretion about walking, standing, etc. May require traveling between departmental locations for meetings and related assignments.</div>		
11	<div>MINIMUM EDUCATIONAL REQUIREMENTS</div>		
	<div>Requires a Bachelors degree in Computer Science, Business Administration, Engineering, Mathematics, or a closely related field.</div>		
12	<div>MINIMUM EXPERIENCE REQUIREMENTS</div>		
	<div>Five (5) years of experience in programming and systems analysis or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.</div>		
13	<div>MINIMUM LICENSE REQUIREMENTS</div>		
	<div>None</div>		
14	<div>PREFERENCES</div>		
	<div>Experience with any or all of the following: business software implementation, business process design, client-server applications, professional services delivery, Crystal Enterprise and/or Crystal report development, OLAP, Oracle 9i, network design and/or administration, project management, security design and administration, systems analysis and design, Unix (especially HP-UX); workflow analysis; and/or Windows server administration.</div>		
15	<div>SELECTION/SKILLS TESTS REQUIRED</div>		
	<div>The department may administer and the applicant must successfully complete a computer skill assessment.</div>		
16	<div>SAFETY IMPACT POSITION [ ] Yes [ X ] No</div>		
	<div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div>		
17	<div>SALARY INFORMATION</div>		
	<div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:</div>		
	<div>Salary Range - Pay Grade 26</div>		
	<div>\$1,541- \$2,737 Bi-weekly \$40,066 - \$71,162 Annually</div>		
18	<div>OPENING DATE</div>		
	<div>December 8, 2004</div>		
19	<div>CLOSING DATE</div>		
	<div>OPEN UNTIL FILLED</div>		
20	<div>APPLICATION PROCEDURES</div>		
	<div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. TDD Line phone number (713) 837-9496. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div>		
	<div>An equal opportunity employer</div>		